Administration:
Completeness checks

(ISO 14064-3:2019 GHG Verification)
This form is designed for the administrative staff within the PBPL in order to ensure that all necessary information / documentation is considered and duly checked at the various stages of the Verification process.

A: Contract Review 1
B: Technical Review 1

A: Contract Review

A.I.	Contract Review - General Are the following documents submitted for Contract Review?	Comment
A.I.1.	Proposal (PBPL_F019_PRO)	
A.I.2.	Questionnaire/Application form for developing proposals (PBPL_F009_AF)	
A.I.3.	Calculation	
A.I.4.	Subcontract (if applicable)	
A.I.5.	Proposed Team Composition	
A.I.6.	Declaration of Obligations	
A.I.7.	Supporting Documents (if applicable)	
A.I.8.	Contract Review (PBPL_F015_ARCR)	

B: Technical Review

B.I.	Documents to be submitted for Technical Review	
B.I.1.	Preliminary Meeting Protocol	
B.I.2.	Verification Report	
B.I.3.	GHG Emission Calculation	
B.I.4.	Related Documentation	
B.I.5.	Attendance Register	
B.I.6.	Audit Checklist	

B.I.7.	Handwritten notes (if applicable)	
B.I.8.	Verification and Sampling Plan	
B.I.9.	Findings report	
B.I.10.	Draft Assurance Statement	
B.I.11.	Conflict of Interest declaration	